



Permit Application Number: _____
Date Permit Issued: _____

Westfield Community Development Department
130 Penn Street
Westfield, IN 46074
317.896.5577
www.westfield.in.gov

SIGN PERMIT APPLICATION

Address of Sign Location: _____

Nonresidential Center Name (if applicable): _____

Parcel Identification Number: _____

Property Owner's Contact Information (Please check if main point of contact for application ☐):

Name: _____

Phone Number: (Bus.): _____ (Cell): _____

Email: _____

Business Owner's Contact Information (Please check if main point of contact for application ☐):

Name: _____

Phone Number: (Bus.): _____ (Cell): _____

Email: _____

Sign Contractor's / Expeditor's Contact Information (Please check if main point of contact for application ☐):

Name: _____

Phone Number: (Bus.): _____ (Cell): _____

Email: _____

Type of Sign (check all that apply):

- ☐ Monument Sign (Individual Business)
- ☐ Monument Sign (Nonresidential Center)
- ☐ Wall Sign
- ☐ Under Canopy/Awning Sign
- ☐ Circulation Sign
- ☐ Sandwich Board Sign
- ☐ Residential Complex or Subdivision Entrance Signs

- ☐ Home Occupation Sign
- ☐ Temporary Sign
 - ☐ Residential
 - ☐ Commercial
- ☐ Projecting Sign (Allowed in Local Business-Historical District (LB-H) only)
- ☐ Other: _____

Linear tenant frontage/building frontage along a public right-of-way _____

Estimated Cost of Construction: _____

Sign Area Bonus (check all those that apply):

Monument:

- ☐ Materials
- ☐ Matching Materials
- ☐ Landscaping

Wall:

- ☐ Individual Letters

Sign Area Allotment:

- ☐ Sign Number
- ☐ Alternative Materials
- ☐ Sign Plan, Nonresidential Center
- ☐ No Monument Sign

Please See Reverse Side For Remainder Of Application

Required Attachments (your application will not be accepted without items 1-6 below):

1. Site plan, to scale, of entire site showing:
 - a. the location of proposed sign(s),
 - b. existing sign(s),
 - c. dimensions of all sign(s),
 - d. dimensions of existing structures and distance from property lines;
2. Elevation of proposed sign(s) including size, material, color and dimensions;
3. Lighting detail including method and hours of illumination or statement of intent to not illuminate;
4. Written consent of the property owner;
5. For temporary signage, a schedule of display dates is necessary;
6. Any other information necessary to support a thorough review of the project as requested in writing by the Director or designee.

Certification and Notice of Intent to Comply:

I hereby certify that I have the authority to make the forgoing application, that the application is correct, and that construction will comply with and conform to all applicable laws of the State of Indiana.

I further certify that construction will conform to the regulations in the Building Code, the Zoning Ordinance, or private, of the governing jurisdiction, which may be imposed on the above property by deed.

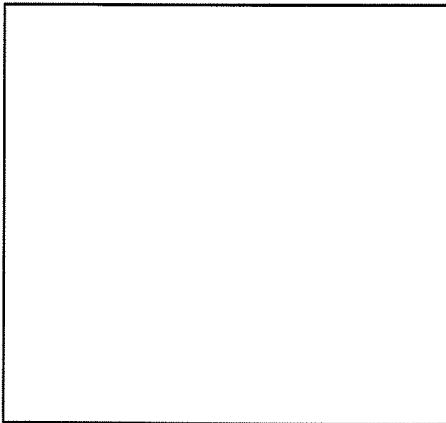
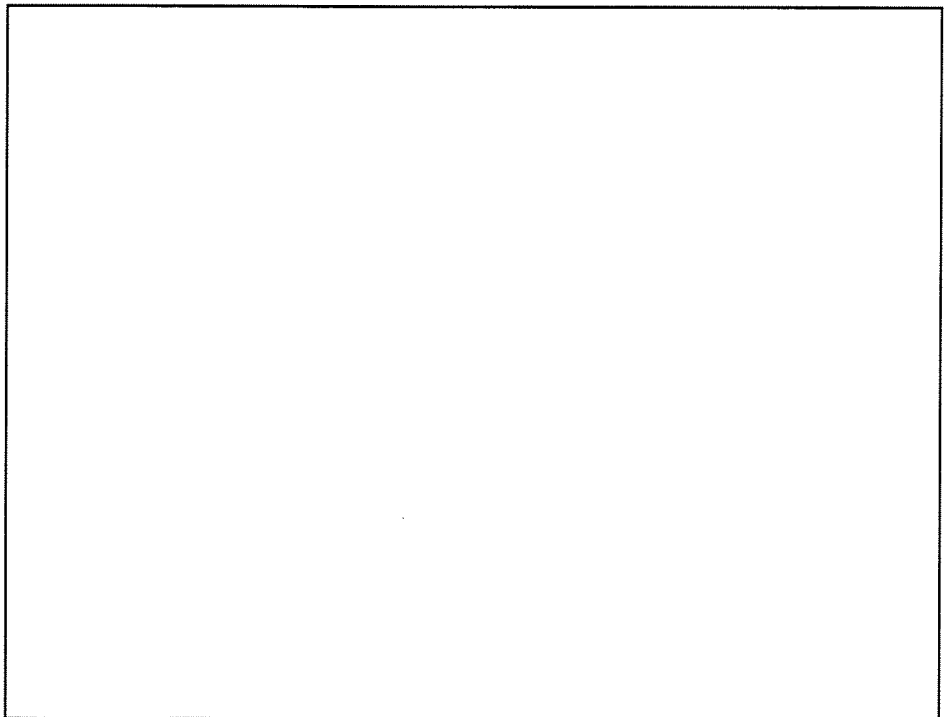
Signature of Owner or Authorized Agent

Date

Fees:

If sign(s) is less than or equal to 32 square feet, the fee is \$100. If sign(s) is greater than 32 square feet, the fee is \$100 plus \$5 per additional square foot. Payment is due when permit is picked up. Do not include payment with application submittal. The fee for a temporary sign in a residential district is \$5.

Construction Approval Stamp: Staff Comments:

A rectangular box intended for the Construction Approval Stamp.A large rectangular box intended for Staff Comments.